



BIDS MUST BE RECEIVED BY:

December 3, 2020 – 2:00PM CST

SOLICITATION: 21-006

ISSUE DATE: 11/04/2020

FILL IN VENDOR NAME & ADDRESS BELOW:

PLEASE MAIL SIGNED BID TO:

SOUTH LOUISIANA COMMUNITY COLLEGE
ATTN: PURCHASING BID# 21-006
1101 BERTRAND DRIVE
LAFAYETTE, LA 70506

BIDS NOT DELIVERED BY THE U.S. POSTAL SERVICE SHOULD BE SENT TO:

SOUTH LOUISIANA COMMUNITY COLLEGE
ATTN: PURCHASING BID# 19-003
320 Devalcourt Street
LAFAYETTE, LA 70506

BUYER: Ariel Guillory

PHONE: 337-521-8898

BIDS MUST BE SIGNED TO BE CONSIDERED

INSTRUCTIONS TO BIDDERS:

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. FILL IN ALL BLANK SPACES
3. ALL PROPOSED PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTION, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALLED BY THE BIDDER.
4. PROPOSED PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE SPECIFIED IN THE BID REQUIREMENTS. BIDS CONTAINING "PAYMENT IN ADVANCE" C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.

THE BIDDER CERTIFIES:

- COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.
- THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.
- THAT IF MY BID IS ACCEPTED WITHIN 90 DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION)
- DELIVERY WILL BE MADE WITHIN 21 DAYS AFTER RECEIPT OF ORDER.
- BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
- IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. **THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.**

Please print name:

Signature:

Date:

TERMS AND CONDITIONS

- 1) ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.
- 2) BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON AND IN ACCORDANCE WITH FORMS PROVIDED.
- 3) BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED
- 4) SOUTH LOUISIANA COMMUNITY COLLEGE RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL PROPOSALS AND WAIVE ANY INFORMALITIES.
- 5) PRICES: UNLESS OTHERWISE SPECIFIED BY SOUTH LOUISIANA COMMUNITY COLLEGE IN THE SOLICITATION, BIDS PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY PROPOSER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC) AS SPECIFIED IN THE BID.
- 6) DESCRIPTIVE INFORMATION: BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, AND TECHNICAL DATA) SUFFICIENT FOR SOUTH LOUISIANA COMMUNITY COLLEGE TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE PROPOSAL TO BE REJECTED.
- 7) CONTRACT RENEWALS: UPON AGREEMENT OF SOUTH LOUISIANA COMMUNITY COLLEGE AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.
- 8) SOUTH LOUISIANA COMMUNITY COLLEGE RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH A THIRTY (30) DAY WRITTEN NOTICE.
- 9) THE QUANTITIES LISTED ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY SLCC TO INCREASE OR DECREASE THE AMOUNT AT THE UNIT PRICES STATED IN THE BID.
- 10) SOUTH LOUISIANA COMMUNITY COLLEGE RESERVES THE RIGHT TO TIME REQUESTS FOR SERVICE ACCORDING TO INDIVIDUAL CAMPUS REQUIREMENTS.
- 11) BID SUBMISSIONS MUST BE MANUALLY SIGNED IN INK.
- 12) IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.

Pre- Bid Conference

A mandatory pre-bid conference shall be held at South Louisiana Community College's Health and Science Building 1101 Bertrand Dr. Lafayette, LA 70506 on November 19, 2020 at 10:00am CST.

Mandatory Site Visits

Each bidder shall perform mandatory pre-bid site visits which must be scheduled by emailing facilities@solacc.edu, and must take place before scheduled bid opening. Opportunities to visit all sites will be available Friday November 20, 2020 8:00 AM CST to 3:00 PM CST and Wednesday November 25, 2020 8:00 AM CST to 11:00 AM CST. For the wellbeing of all, health and safety requirements and protocols exist for entrance to any SLCC facility. Prior to arrival, if possible, complete the campus check in questionnaire available online at www.solacc.edu. Upon arrival, visitors must check in with Security at Main Entrance. A signed Site Visit Verification Form (see Attachment III) must be submitted with the bid proposal. Bidder shall ensure site visit forms are legibly signed by an SLCC Facilities Maintenance tech, SLCC Security officer or an SLCC Campus Administrator.

- Signed Verification of Site Visits performed from Jan 12, 2020 to December 3, 2020 shall be accepted.
- Oral communications during site visit shall be considered unofficial and non-binding.
- It is the responsibility of the contractor to inspect each service location and identify conditions that may impact the execution of the proposed service. No additional allowance shall be granted to any contractor because of lack of knowledge of site. All square footage is approximate and should not be relied upon as representation, express or implied, of actual facility dimensions.
- Masks are required.
- Smoking is prohibited.

Please print name:

Signature:

Date:

SOLICITATION: 19-003**PRINT VENDOR NAME & ADDRESS BELOW:**


Item	Description	Quantity	Unit	Unit Price	Extended Amount
1	Custodial services according to the attached specifications for 908 Ember Drive, New Iberia, LA location *(47,800' sq.) Main Building	12	Month		
2	Custodial services according to the attached specifications for 1933 W. Hutchinson, Crowley, LA location *(32,405' sq.) Low Bay Building and Hi Bay Building	12	Month		
3	Custodial services according to the attached specifications for 1124 Vocational Drive, Ville Platte, LA location *(33,175' sq.) Buildings A, B, C and Welding	12	Month		
4	Custodial services according to the attached specifications for 6305 Main Hwy., St. Martinville, LA location *(33,690' sq.) Main Building	12	Month		
5	Custodial services according to the attached specifications for 1115 Clover Street, Abbeville, LA location *(44,221' sq.) Buildings A, B, C, E (Adult Ed)	12	Month		
6	Custodial services according to the attached specifications for 609 Ember Drive, New Iberia, LA location *(70,612' sq.) Main Building, Workforce, Scaffolding	12	Month		
7	Custodial services according to the attached specifications for 332 East South Street, Opelousas, LA location *(109,575' sq.) Building A, B, and C (Vita)	12	Month		
8	Custodial services according to the attached specifications for 6165 I-49 Service Road Opelousas, LA *(28,920' sq.) Buildings Welding/Diesel, Classroom, NDT	12	Month		
9	Custodial services according to the attached specifications for 1113 Vortex Dr., New Iberia, LA (11, 250' sq.)	12	month		
10	Day custodian services according to the attached specifications for 609 Ember Drive, New Iberia, LA location	1	Hour		
11	Day custodian services according to the attached specifications for 908 Ember Drive, New Iberia location	1	Hour		
12	Day custodian services according to the attached specifications for 332 East South Street Opelousas, LA location	1	Hour		
13	Day custodian services according to the attached specifications for 6165 I-49 Service Road Opelousas, LA location	1	Hour		
14	Day custodian services according to the attached specifications for 6305 Main Hwy, St. Martinville, LA location	1	Hour		
15	Day custodian services according to the attached specifications for 1933 W. Hutchinson, Crowley, LA location	1	Hour		
16	Day custodian services according to the attached specifications for 1124 Vocational Drive, Ville Platte, LA location	1	Hour		
17	Day custodian services according to the attached specifications for 1113 Vortex Dr. New Iberia LA location	1	Hour		
18	Day custodian services according to the attached specifications for 1115 Clover Street, Abbeville, LA location	1	Hour		

Please print name:

Signature:

Date:

BIDDER QUALIFICATIONS

Insurance – the contractor shall procure insurance as indicated in Attachment I and shall show evidence of such insurance in the form of certificate(s) prior to acceptance.

Experience – the contractor shall submit with their bid evidence of three or more business reference accounts which each demonstrate a minimum of five (5) years' experience providing continuous service and which each have at least five hundred thousand (500,000) square feet of serviced area.

SERVICE AREA

Contractor shall note that all square footages provided are rough estimates only. Contractor shall field verify all dimensions and measurements by visiting each facility prior to submitting a bid. Building technical shops (electrical, welding, HVAC, automotive, etc.) shall not be serviced except for interior office or office/classroom spaces within a shop area. These offices and classrooms within a shop shall be serviced per specification guidelines of offices and classrooms.

SPECIFICATIONS

I. DAILY (EVERY DAY) CLEANING SHALL INCLUDE:

A. ALL FINISHED ROOMS, VACANT OR OCCUPIED, USED OR UNUSED IN ALL OCCUPIED BUILDINGS ON EACH CAMPUS TO INCLUDE BUT NOT NECESSARILY LIMITED TO: CLASSROOMS, SERVER/TELECOM/NETWORK/ELECTRICAL ROOMS, MEETING ROOMS, LABS, LIBRARIES, AUDITORIUMS, CONFERENCE ROOMS, GYMS, COMMON AREAS, ADMINISTRATIVE/FACULTY/STAFF OFFICES, SHIPPING/RECEIVING AREAS

1. All interior trash receptacles, and exterior receptacles immediately outside exterior doors, to be emptied and trash removed to a collection point. Liners shall be furnished by SLCC.
2. Completely vacuum all open area carpeting, traffic lanes in halls, library, and office suites. Spot vacuum all office interiors.
3. Clean, disinfect, and polish drinking fountain/water dispensers.
4. TWICE weekly, suggested Tuesday and Friday, lightly scrub, using a scrubbing machine with clean water and disinfectant floor cleaner, all hard surface floors. Mop bathroom floors lightly scrub lobby floors, mop stairwell landings and inside elevators. Sweep, dust mop and wet mop hallways, classrooms. Remove gum, spillage and soiled areas completely -- taking care to thoroughly clean corners, along edges and beneath furniture.
5. Clean entryway surfaces including all door hardware and entrance glass. Damp wipe/disinfect door handles and push-bars with disinfectant. Remove finger marks on entrance glass.
6. Spot clean partition glass in hallways, taking particular care to remove fingerprints and to clean thoroughly near office suite doors.
7. Erase and spot clean all white boards. Clean marker trays to remove all residues.
8. Clean interior of elevators and exterior elevator doors. Damp mop- floors including corners and threshold. Vacuum elevator door tracks. Clean and disinfect control plates and buttons. Polish all metal including doors, handrails, and control panels. Spray air freshener in elevator cars.

Please print name:

Signature:

Date:

9. Damp wipe and disinfect all life science lab desktops and science station and equipment exterior high touch surfaces.
10. Clean classroom floors. Remove litter, gum and debris. Spot damp mop to remove mud and spills. In computer classrooms remove desktop litter.
11. Wipe down and disinfect flat surfaces of all kitchenettes, with cleaning, disinfectant wipes; mop kitchenette floors with neutral pH, disinfectant floor cleaner.
12. Replenish hand towels dispensers in all kitchenettes and sink areas.
13. Spray Deodorizer in all stairwells.
14. MICROWAVES IN KITCHENETTES AND FOOD AREAS SHALL BE CLEANED DAILY
15. ALL SINKS IN KITCHENETTES AND FOOD-USE AREAS SHALL BE CLEANED DAILY.
16. Damp wipe telephones, stair rails and door handles using a disinfectant cleaner.
17. Feather dust all surfaces of desks, computers, monitors file cabinets, windowsills, chairs, tables, bookcases, pictures and other furnishings.
18. Wipe, with disinfectant, all high touch surfaces in offices and classrooms.
19. Wipe, with disinfectant, all building exit/entry, classroom, bathroom, office and hallway door handles.

B. RESTROOMS (ALL)

1. Check restroom dispensers regularly and stock towels, tissue, toilet seat covers, and hand soap as needed. Keep well stocked. Material shall be supplied by SLCC.
2. Empty sanitary napkin receptacles and clean with disinfectant. Replace receptacle bags with new bags.
3. Empty trash receptacles and wipe clean inside and outside. Spray interior with disinfectant.
4. Clean and polish mirrors.
5. Wipe towel cabinet covers so as not to leave any paper residue, finger or water marks. Clean with disinfectant.
6. Toilets and urinals shall be cleaned and disinfected inside and out to achieve a sanitary condition and remove mineral deposits, toilet rings, etc.
7. Polish bright work.
8. Clean and disinfect from floor to top of toilet pedestal so as not to leave mop dirt, water, or cleaning marks on toilet pedestals.
9. Toilet seats shall be cleaned and disinfected by spraying and wiping both top and bottom.
10. Wipe clean and disinfect all basins to remove any rings or marks.
11. Dust partitions, tops of mirrors and all frames where dust may settle.
12. Wipe clean and disinfect partition walls adjacent to toilets and urinals.
13. Remove splash marks from walls around basins. Clean and disinfect counter tops.
14. Wet mop restroom floors with neutral pH disinfectant.
15. Clean restroom baseboards and floor baseboard edges.
16. Check, clean/treat, drains, urinals, toilets and toilet bases with a safe cleaner and disinfectant treatment to mitigate smells and protect surfaces and/or piping.

II. WEEKLY CLEANING SHALL INCLUDE:

A. ALL AREAS

1. Each Tuesday and Friday all dedicated shredder and recyclable paper waste receptacles will be checked, and as necessary, be emptied; recyclable waste shall be removed to a recycle collection point outside the building (recycle dumpsters). Liners shall be furnished by SLCC.
2. Using well-maintained, functional, clean-filtered vacuum cleaners, completely power vacuum, all carpeting, including office interiors, taking care to get into corners, along edges and beneath furniture.
3. Wipe down, with disinfectant, computer lab desks and cabinet surfaces; wipe down, with disinfectant, hallway bench flat surfaces.
4. Wipe down and clean refrigerators.
5. Thoroughly clean whiteboard surfaces and trays (using approved white board cleaner and paper towels)
6. Damp wipe exterior and disinfect interior (if empty) all life science lab hoods.
7. Empty, seal, and dispose of liners and disinfect all regular/non-hazardous, life science trash receptacles. Low level hazardous/toxic waste will be prepared, annotated and sealed by lab monitor or instructor; sealed hazardous waste will be handled by the Science Department, Facilities and other Contracted Hazardous Waste Disposal personnel.
8. Remove fingerprints and marks from around light switches and doorframes.
9. Each Tuesday and Friday of the week, completely wet mop, with disinfectant cleaner, all interior hard surface floors, including, but not limited to, classrooms, stairs, stairwell landings and inside elevators, scrubbing as needed to clean heavily soiled areas. Hard surface floor classrooms shall be dust mopped and wet mopped (with neutral pH disinfectant cleaner). Hallways and common areas with hard floors shall be lightly scrubbed using a scrubber/vacuum with soft brush, using a neutral pH disinfectant floor cleaner.

Please print name:

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10. If use of SLCC owned equipment is approved, inspect and clean such equipment used by the contractor; inspection and service to include cleaning filters, cleaning equipment of dirt buildup and reporting any operational issues to Facilities. Material and repair service shall be supplied by SLCC. For SLCC equipment.

III. MONTHLY & QUARTERLY CLEANING SHALL INCLUDE:

A. ALL AREAS

1. Accomplish high dusting items (up to 10 feet) such as stairwell lights, display platforms, fascia, HVAC grilles and returns, exposed pipes, windowsills and requested items quarterly (using extendable dusting poles). Service shall be performed on or around the following dates: Jan. 15, Apr. 15, Jul. 15, Oct. 15.
2. Wipe, disinfect, dust, and vacuum (as applicable) all classroom, computer lab, and life science lab desks and chairs monthly.
3. All floor baseboards and floor edges throughout the building shall be cleaned and wiped quarterly unless otherwise notified. Service shall be performed on or around the following dates: Jan. 15, Apr. 15, Jul. 15, and Oct. 15. *Baseboards shall be spot cleaned as required between quarterly cleanings.*
4. Wipe clean, with disinfectant, all common area and classroom trashcan exteriors. Spray classroom trash can interiors with disinfectant monthly.
5. Wipe clean with disinfectant cleaner interiors of refrigerators monthly.
6. Dust/Vacuum Mechanical Room, equipment room and electrical room floors and the reachable top of air handler and electrical enclosures quarterly, unless otherwise notified. Service shall be performed on or around the following dates: Jan. 15, Apr. 15, Jul. 15, and Oct. 15.

IV. VCT, BATHROOM TILE AND SPECIAL FLOORING CARE:

A. VCT FLOOR CARE

1. After light scrubbing /mopping (whichever is applicable) spray floor enhancer (example Bounce Back by Spartan) and buff all hard surface floors, to produce the best possible appearance at all times, every two weeks on Friday evenings
2. Special flooring such as vinyl simulated, wood plank, terrazzo, etc. shall be cared for using best practices and cleaning solutions in accordance with manufacturer's recommendations.
3. Bathroom tile floors shall be steam disinfected prior to each semester, three times annually, or as requested. Service shall be performed on or around the following dates: August 15, May 15, and December 15.
4. Bathroom tile grout shall be cleaned and lightly sealed, twice annually

B. GENERAL CUSTODIAL FLOOR CARE FOR HOUSEKEEPING

1. All hard and carpeted floors shall be kept clean, free of dirt and trash by scrubbing, mopping or vacuuming for ALL floor care programs.
2. Any discolored grouting in bathrooms or ceramic tiled areas shall be cleaned immediately. (Reference item IV.A.4)
3. Floor cleaning shall result in a sanitary, safe, well maintained appearance.
4. Prudent and reasonable care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured, or damaged during cleaning.
5. Terrazzo shall be cleaned and buffed to shine after cleaning, on a weekly basis.

V. CARPET CARE:

A. CARPETED FLOOR CARE

1. Inspect carpets for stains and remove as soon as possible, daily, and as requested.
2. Bonnet ALL CARPET ONCE ANNUALLY. Service shall be performed on or around the following date: December 15.
3. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured, or damaged during cleaning.

VI. GLASS CARE:

A. INTERIOR AND DOORS

1. Lobby interior glass to ceiling shall be cleaned annually. Service shall be performed on or around August 1.
2. All entry door glass, INSIDE AND OUTSIDE shall be cleaned to remove handprints, tape, smudges, etc. daily.
3. All entrance glass six feet either side of doors from door sill top to floor shall be cleaned monthly.

Please print name:

Signature:

Date:

4. All 'STOREFRONT' AND OFFICE SUITE partition glass (BOTH SIDES) shall be SPOT-cleaned weekly and FULLY cleaned monthly.
5. All view-glass panels in classroom or office doors shall be cleaned on both sides weekly.

VII. DAY CUSTODIAN:

A. PREVENTATIVE AND IMMEDIATE SERVICES

1. Provide one Day Custodian per NOTED location, for hourly service (bid line items 10-18).
2. Day Custodian shall provide preventive, immediate custodial services as:
 - a. Spill cleaning
 - b. Bathroom monitoring, supplying, mopping and cleaning
 - c. Trash cleanup
 - d. Package and minor equipment relocation.
 - e. Hall and classroom floor cleaning.
3. Day custodian shall provide rotating cleaning and care to all service areas listed in these specifications;
4. Day custodian shall monitor, and address service needs in bathrooms and other high traffic areas, prevent stock shortages, prevent the overflow of waste receptacles, clean spills, and remove full trash receptacles as quickly as possible.

VIII. BUILDING USE, SUPPLIES AND EQUIPMENT:

A. EQUIPMENT MAINTENANCE AND INVENTORY SERVICES

1. Janitor closets, equipment, and materials shall be kept in a neat, clean, and orderly condition, always.
2. Defective or inoperative building equipment shall be brought to the attention of FACILITIES DEPARTMENT STAFF. Maintenance issues to be reported shall include such items as:
 - a. Ceiling leaks
 - b. Plumbing problems
 - c. Defective lighting
 - d. Doors and gates not properly secured
 - e. Unusual circumstances that may disrupt building security or operations
 - f. Evidence or sighting of pests (ants, roached, mice, rats, etc.)
3. For SLCC supplied items, low supplies shall be reported to FACILITIES DEPARTMENT STAFF in a timely manner, to allow replacement of supplies.

B. SUPPLIES

1. Contractor will supply all chemicals, other than whiteboard cleaning solution. Chemicals supplied by Contractor shall include, but are not limited to:
 - a. cleaners
 - b. disinfectant solutions
 - c. disinfectant wipes
 - d. deodorizers
 - e. low pH disinfectant floor cleaning and care products
2. Contractor will supply and submit, for approval, cleaners, disinfectant solutions, deodorizers and floor cleaning/care products, as well as MSDS/SDS documentation for contractor supplied chemicals. SDS sheets will be kept with chemical supplies and one copy will be supplied to SLCC Safety. **To standardize disinfectant cleaners, and neutral pH floor cleaner and disinfectant chemicals across all campuses the chemical supplies and metering shall be supplied by the college**
3. Contractor will supply cleaning equipment, including (all equipment to be labeled with contractor name):
 - a. Clean, heap-filtered, well-functioning portable vacuums with un-damaged electrical cord and plug, and accompanying attachments
 - b. Clean brooms
 - c. Clean dustpans
 - d. Clean mops
 - e. Clean rags
 - f. Clean mop buckets
 - g. Clean trash containers/ caddies for service work
 - h. Yellow, Caution, Slippery-Wet signs
 - i. Floor scrubber/vac,
 - j. Buffer/burnisher
 - k. Safe, undamaged extension cords
4. SLCC will provide the following supplies:
 - a. Paper hand towels for restrooms
 - b. Toilet tissue
 - c. Toilet seat covers

Please print name:

Signature:

Date:

- d. Hand sanitizing soap
- e. Whiteboard cleaning solution
- f. Plastic liner bags for small trash receptacles located in classrooms and offices
- g. Plastic liner bags for large interior and exterior trash cans

IX. Management, Accountability, Security, Service Hours:

A. ORGANIZATIONAL POLICY AND MANAGEMENT

1. Contractor personnel shall be subject to the same security, work, and information policies required of full time SLCC employees; including, but not limited to HARRASSMENT, WORKPLACE VIOLENCE, THEFT, BLOODBORNE PATHOGEN TRAINING, UNAUTHORIZED OR IMPROPER COMPUTER USE, TOBACCO FREE CAMPUS, ILLEGAL ITEMS, SUBSTANCE ABUSE, SAFETY and WORK ETHIC.
2. SLCC Facilities Operations Manager and Contractor Area Manager shall meet monthly.
3. Contractor shall provide an On-site Custodial Supervisor to communicate with the Campus Administrator and/or Facilities Superintendent for daily instruction and information sharing.
4. College Facilities Department Personnel may communicate requests on behalf of the Campus Administrator, the Facilities Superintendent and the Facilities Director.
5. To document and record performance of contract services, custodians shall complete a daily report and file, daily, a CLEANING CHECKLIST, demonstrating that all requirements of service listed in the bid specifications section of this document have been met. An electronic copy of the checklist will be made available upon award.
6. The contractor's representative shall perform a documented weekly walkthrough report and submit to SLCC Facilities, weekly.
7. Regularly occurring services other than those provided by Day Custodian, shall start no earlier than 5:00PM and finish no later than 12:00 AM midnight.
8. Frequent supervisor level inspections will be requested of the successful bidder. These inspections shall be documented and provided to the SLCC Facilities Manager.
9. For quality assurance purposes, the college's Facilities Department shall regularly request and document evaluations of service performance from campus representatives.

Please print name:

Signature:

Date:

ATTACHMENT I

Insurance Requirements

Contractor shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. WORKERS COMPENSATION

WORKERS COMPENSATION INSURANCE SHALL BE IN COMPLIANCE WITH THE WORKERS COMPENSATION LAW OF THE STATE OF THE CONTRACTOR'S HEADQUARTERS. EMPLOYERS LIABILITY IS INCLUDED WITH A MINIMUM LIMIT OF \$500,000 PER ACCIDENT/PER DISEASE/PER EMPLOYEE.

2. COMMERCIAL GENERAL LIABILITY

COMMERCIAL GENERAL LIABILITY INSURANCE, INCLUDING PERSONAL AND ADVERTISING INJURY LIABILITY, SHALL HAVE A MINIMUM LIMIT PER OCCURRENCE OF \$500,000 AND A MINIMUM GENERAL AGGEGATE OF \$1,000,000. THE INSURANCE SERVICES OFFICE (ISO) COMMERCIAL GENERAL LIABILITY OCCURRENCE EQUIVALENT IS TO BE USED IN THE POLICY.

3. AUTOMOBILE LIABILITY

AUTOMOBILE LIABILITY INSURANCE SHALL HAVE A MINIMUM COMBINED SINGLE LIMIT PER OCCURRENCE OF \$500,000. ISO FORM NUMBER CA 00 01, OR EQUIVALENT, IS TO BE USED IN THE POLICY. THIS INSURANCE SHALL INCLUDE THIRD-PARTY BODILY INJURY AND PROPERTY DAMAGE LIABILITY FOR OWNED, HIRED AND NON-OWNED AUTOMOBILES.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

ANY DEDUCTIBLES OR SELF-INSURED RETENETIONS MUST BE DECLARED TO AND ACCEPTED BY THE AGENCY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DEDUCTIBLES AND SELF-INSURED RETENTIONS.

C. OTHER INSURANCE PROVISIONS

1. VERIFICATION OF COVERAGE

Contractor shall furnish the agency with certificates of insurance reflecting proof of required coverage. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the agency before work commences and upon any contract renewal thereafter.

Please print name:

Signature:

Date:

In addition to the certificates, contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the contractor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the agency, may be suspended, discontinued or terminated. Failure of the contractor to purchase and/or maintain any required insurance shall not relieve the contractor from any liability or indemnification under the contract.

2. SUBCONTRACTORS

Contract shall include all subcontractors as insureds under its policies or shall be responsible for verifying and maintaining the certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements states herein. The agency reserves the right to request copies of subcontractor's certificates at any time.

3. WORKERS COMPENSATION INDEMNITY

In the event contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the state of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana workers compensation act or otherwise, under any circumstance. The parties also hereby agree that the state of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of contractor, its owners, agents and employees. The parties further agree that contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the state of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

4. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Contractor agrees to protect, defend, indemnify, save, and hold harmless, the state of Louisiana, all state departments, agencies, boards and commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of contractor, its agents, servants, and employees, or any and all costs, expenses, and/or attorney fees incurred by contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the state of Louisiana, all state departments, agencies, boards, commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

Please print name:

Signature:

Date:

ATTACHMENT II

VERIFICATION OF EXPERIENCE

NOTE: THIS CERTIFICATION MUST BE SIGNED BY THE BIDDER’S AUTHORIZED REPRESENTATIVE AND MUST BE SUBMITTED WITH THE BID.

Please list three or more business reference accounts which each demonstrate a minimum of five (5) years’ experience providing continuous service and which each have at least five hundred thousand (500,000) square feet of serviced area.

Business Name	
Contact Name	
Contact Phone	
Years of Service	

Business Name	
Contact Name	
Contact Phone	
Years of Service	

Business Name	
Contact Name	
Contact Phone	
Years of Service	

Business Name	
Contact Name	
Contact Phone	
Years of Service	

Please print name:

Signature:

Date:

ATTACHMENT III**SITE VISIT VERIFICATION**

This signed statement certifies that the vendor named below has visited the jobsite and is familiar with all the conditions surrounding the fulfillment of the specifications for this project.

NOTE: THIS CERTIFICATION MUST BE SIGNED BY THE BIDDER'S AUTHORIZED REPRESENTATIVE AND AGENCY REPRESENTATIVES AND MUST BE SUBMITTED WITH THE BID.

Location	1124 Vocational Dr. Ward 1, Industrial Park Ville Platte, LA 70586
Contact Name	Victor Fontenot
Contact Phone	337-363-2197
Signature/Date	

Location	908 Ember Dr. New Iberia, LA 70562
Contact Name	Mark Williams
Contact Phone	337-373-2158 or 337-373- 0172
Signature/Date	

Location	6305 Main Hwy. Martinville, LA 70582
Contact Name	James Blanchard
Contact Phone	337-394-6466
Signature/Date	

Location	6165 I-49 South Service Road Opelousas, LA 70570
Contact Name	Danny Hebert
Contact Phone	337-943-1518
Signature/Date	

Location	1113 Vortex Drive New Iberia, LA 70560
Contact Name	Kenneth DeRouen
Contact Phone	337-373-0106
Signature/Date	

Location	332 East South Street Opelousas, LA 70570
Contact Name	Arthur Henry
Contact Phone	337-943-1518
Signature/Date	

Location	609 Ember New Iberia, LA 70560
Contact Name	Kenneth DeRouen
Contact Phone	337-373-0106
Signature/Date	

Location	1933 W. Hutchinson Crowley, LA 70526
Contact Name	Dean Sonnier
Contact Phone	337-788-8115
Signature/Date	

Location	1115 Clover Street, Abbeville, LA
Contact Name	Steve Lopez
Contact Phone	337-373-0106
Signature/Date	

Location	
Contact Name	
Contact Phone	
Signature/Date	

Please print name:

Signature:

Date:

ATTACHMENT IV

SERVICE SCHEDULE

Services requested on bid line items 1 – 9 shall be performed according to the weekly schedule below.

NOTE: HOURS OF OPERATION AT EACH CAMPUS SITE MAY BE ADJUSTED BECAUSE OF CLASS SCHEDULES AND HOLIDAYS.
 SERVICES SHALL BE SCHEDULED FOR 52 WEEKS, ANNUALLY. NO SERVICE SHALL BE REQUIRED ON SLCC CLOSED HOLIDAYS.
 FOR MAXIMUM ACCESS TO OFFICES, CLASSROOMS, AND FACILITIES, IN GENERAL, SERVICE HOURS SHALL START NO EARLIER THAN 5:00PM

Line Item 1	908 Ember Dr. New Iberia, LA 70562						
Week Days	M	T	W	TH	F	SAT	SUN
Preferred Day of Service	✓	✓	✓	✓	✓		

Line Item 6	609 Ember Dr. New Iberia, LA 70562						
Week Days	M	T	W	TH	F	SAT	SUN
Preferred Day of Service	✓	✓	✓	✓	✓		

Line Item 2	1933 W. Hutchinson Crowley, LA 70526						
Week Days	M	T	W	TH	F	SAT	SUN
Preferred Day of Service	✓	✓	✓	✓	✓		

Line Item 7	332 East South Street Opelousas, LA 70570						
Week Days	M	T	W	TH	F	SAT	SUN
Preferred Day of Service	✓	✓	✓	✓	✓		

Line Item 3	1124 Vocational Dr. Ville Platte, LA 70586						
Week Days	M	T	W	TH	F	SAT	SUN
Preferred Day of Service	✓	✓	✓	✓	✓		

Line Item 8	6165 I-49 S. Service Rd. Opelousas, LA 70570						
Week Days	M	T	W	TH	F	SAT	SUN
Preferred Day of Service	✓		✓		✓		

Line Item 4	6305 Main Hwy. St. Martinville, LA 70582						
Week Days	M	T	W	TH	F	SAT	SUN
Preferred Day of Service	✓	✓	✓	✓	✓		

Line Item 9	113 Vortex Dr. New Iberia, LA 70562						
Week Days	M	T	W	TH	F	SAT	SUN
Preferred Day of Service	✓		✓		✓		

Line Item 5	1115 Clover St. Abbeville, LA 70510						
Week Days	M	T	W	TH	F	SAT	SUN
Preferred Day of Service	✓	✓	✓	✓	✓		

Please print name:

Signature:

Date:

Attachment V.

SLCC 2021 Holiday Closure Schedule

Note: No service shall be performed on closed Holidays

- 1. January 1, 2021 (Friday)- New Year's Day**
- 2. January 18, 2021 (Monday) – Martin Luther King**
- 3. February 16, 2021 (Tuesday)- Mardi Gras**
- 4. April 2, 2021 (Friday)- Good Friday**
- 5. July 5, 2021 (Monday)- Independence Day**
- 6. September 6, 2021 (Monday)- Labor Day**
- 7. November 25, 2021 (Thursday)- Thanksgiving Day**
- 8. November 26, 2021 (Friday)- Thanksgiving Holiday**
- 9. December 24, 2021 (Friday)- Winter Holiday**
- 10. December 27, 2021 (Monday)- Winter Holiday**
- 11. December 28, 2021 (Tuesday)- Winter Holiday**
- 12. December 29, 2021 (Wednesday)- Winter Holiday**
- 13. December 30, 2021 (Thursday)- Winter Holiday**
- 14. December 31, 2021 (Friday) – Winter Holiday**

Please print name:

Signature:

Date:
